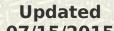# GFEBS Purchase Document Research for Commercial Vendor Services (CVS)

(Contractual)

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

# Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the necessary Purchase Document research

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

- **STANDARD:** access the appropriate block of instructions of GFEBS to conduct the applicable Purchase Document and Accounts Payable research while adhering to system procedures and maintaining Separation of Duties (SOD)

# References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*
http://www.dod.mil/comptroller/fmr

❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)
http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
http://fms.treas.gov/prompt/regulations.html

❖ DFAS-IN 37-1 Regulation
http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

# References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)
https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

> L101E      GFEBS Overview
> L201E      Integrated Process Overview
> L210E      Financials Process Overview
> L250E      Acquisition process Overview
> L251E      Accounts Payable Process overview
> L303E      GFEBS Navigation and Reports
> L410E      Introduction to Financials
> L413E      Financial Reporting
> L416      Cash balancing
> L451E      Material and Vendor Master Data Maintenance
> L454      Goods Receipt Processing
> L455      Invoice Processing
> L457E      Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal
https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC

# Agenda

- **Introduction**
  - **Purchase Request (PR) Research**
    - **ME53N-** Display Purchase Request
  - **Purchase Order (PO) Research**
    - **ME2N** - Locate PO by PIIN (Procurement Instrument Identification Number)
    - **ME2L** - Locate PO by Vendor Name
      - PO General History
    - **ME23N** – Display Purchase Order (PO)
      - PO "Header Record"
      - PO "Item Overview"
      - PO "Item Detail"
      - Check on Learning
  - **GFEBS Useful Links**
  - **Questions?**

# Introduction

The effectiveness of a Commercial Vendor Services (CVS) team is largely based upon their ability to research Purchase Request (PR) and Purchase Order (PO) documentation and be able to determine the documents most current condition.

Being able to discern the status of a particular contract will determine the course of action necessary to ensure a timely and correct payment to a Vendor.

The following block of instructions will assist

# Purchase Request (PR) Research

# Purchase Request (PR) research

A Purchase Request (PR) is the transaction/document utilized to administratively reserve the funds for a particular contract. Although the CVS Office will not commit any funds, having first hand knowledge of the origin of the money to fund a specific PO is paramount in CVS Operations.  It is the responsibility of CVS to be able to trace the origin of the money and how much of it is available in GFEBS for a specific contract.  Not all contracts are funded with a single PR and not all PRs are established for a single PO.

**Example 1:** Money is reserved for a single construction project but contracts for paving, electrical, water, roofing and painting may be awarded to different vendors (multiple POs under one PR).

# PR Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

 ➢ **Chief of CVS (FMSU)**
 ➢ **Senior CVS Analyst (FMSU)**
 ➢ **Senior CVS Analyst (FMSD)**
 ➢ **CVS Analyst (FMSD)**
 ➢ **CVS Technician (FMSD)**
 ➢ **CVS Clerk (FMSD)**

# ME53N - Display Purchase Request (PR)

*Is this the PR you are searching for? If not…*

**SAP Easy Access -**

Menu ▾    **ME53N**

Enter

**Display Purchase Req. 10207733**

Menu ▾  ◀ Back | Exit | Cancel | System ▾ | Document Overview On | ...ange | **Other Purchase Requisition** | Help | Personal Setting

**1**

SPS PR    ▼ 10207733

**Texts**

| | Any t | Rental and Maintenance of Portable Toilets |
| --- | --- | --- |
| 📄 Header note | ✔ | |

Continuous-te ▼

**Select Document**

Purchase Requisition    **10207730**

**2**

○ Pur. Order
◉ Purch. Requisition

**Other Document** ✖    **3**

**COMMERCIAL ITEMS**
2, 17, 23, 24, & 30

**1. REQUISITION NUMBER**
10207730

**4. ORDER NUMBER**

**5. SOLICITATION NUMBER**

|  | 4 | EA | $ 6,543.21 | AMOUNT $ 26,172.84 |
| --- | --- | --- | --- | --- |

Miller Sturdy concrete saw (HG361)
FOB: Destination
Purchase Request Number: 10207730

**25. ACCOUNTING AND APPROPRIATION DATA**

021 202010D15 A76VV 131096QLOG 310A  ARMY  **10207730**  76VV0065 S21001

NET AMT    $ 26,172.84

ACRN AA
CIN:  10207730    $ 26,172.84

10

# ME53N - Display Purchase Request (PR) (Cont'd)

**Header Record**
*(Purchase Request Administrative data)*

**Item Overview**
*(Requested items information)*

**Item Detail**
*Material data, Delivery information and Accounting Line assignments)*

**Display Purchase Req. 10207730**

| Menu ◢ | | ◀ | Back | Exit | Cancel | System ◢ | | Document Overview On | Create | Display/Change | Other Purchase Requisition | Help | Personal Setting |

SPS  PR    ▼  10207730

**Texts**

| | Any t | Purc | |
| Header note | ✔ | | |

Continuous-te ▼

Header section information applies to all line items in the Purchase Request.  In the Header section, you can view information such as: Type of PR, Description/reason for PR, and other applicable texts.

| St... | Item | A | I | Material | Sho | |
| | 1 | K | | | Mill | |
| | 2 | K | | | 199 | |
| | 3 | K | | | 201 | |

Item Overview provides an overview of all the line items in the PR. Based on the layout used, you can view information such as: Quantity, Delivery Date, Items requested descriptions, Material and Purchaser information etc.

Item    [ 1 ] Miller Sturdy

**Material Data** | **Quantities/Dates**

| Material | | |
| Material Group | 310A | Gene |
| Vendor Mat. | | |

Item Detail section contains information relevant for a particular line item.  In the Item Detail section, you can view all information related to each line item such as: Line of Accounting, Quantity, Prices, Texts, Delivery Information,  etc.

***Note:** The data entered in the PR may be "Adopted" during the PO*

# ME53N - Display Purchase Request (PR) (Cont'd)

**Example DA 3953 (Purchase Request and Commitment document)**

| PURCHASE REQUEST AND COMMITMENT | | 1. PURCHASE INSTRUMENT NO. | 2. REQUISITION NO. | 3. DATE | PAGE | OF |
|---|---|---|---|---|---|---|
| For use of this form, see AR 37-1; the proponent agency is OASA(FM) | | | 10207730 | 5-Oct-14 | 1 | 1 |

| 4. TO: US Army Contracting Command SWA-Kuwait | 5. THRU: SWA-KU, RM | 6. FROM: Tedd Mairner LTC, MP Commanding |
|---|---|---|

It is requested that the supplies and service enumerated below or on attached list be

| 7. PURCHASED FOR: 3rd BDE Logistics (S4) | 8. DELIVERED TO: 3rd BDE Logistics (S4) | 9. NOT LATER THAN (Date) |
|---|---|---|

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore,

| | 10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION | 11. TELEPHONE NUMBER 318-291-8626 |
|---|---|---|

| X | 12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 710-2, PARA 4-20 | 3. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY |
|---|---|---|

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

19. ACCOUNTING CLSSIFICATION AND AMOUNT

021    202010D15    A76VV    131096QLOG    310A   ARMY
10207730    76VV0065   S21001

| 14. ITEM | 15. DESCRIPTION OF SUPPLIES OR SERVICES | 16. QUANTITY | 17. UNIT | ESTIMATED | |
|---|---|---|---|---|---|
| | | | | UNIT PRICE | TOTAL COST |
| 1 | Purchase of land preparation equipment | 1 | EA | $226,420.20 | $226,420.20 |

$ 226,420.20

| 20. TYPED NAME AND TITLE OF CERTIFYING OFFICER HEATHER BRABANT LTC, QM  SWA-KU, RM | 21. Signature HEATHER BRABAN | 22. Date 9-Oct-14 |
|---|---|---|

USAFMCOM-OST
-For training purposes only-

23. DISCOUNT

26. DELIVERY REQUIREMENTS
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOOD OR SERVICES

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE:

| 27. TYPED NAME AND GRADE OF INITIATING OFFICER Patrick O. Adams          CPT, S4 | 28. SIGNATURE Patrick O. Adams | 29. DATE | 34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE | 35. SIGNATURE | 36. DATE |
|---|---|---|---|---|---|
| 30. TELEPHONE NUMBER 318-291-8626 | | 6-Oct-14 | Tedd Mairner LTC, MP Commanding | Tedd Mairner | 8-Oct-14 |
| 31. TYPED NAME AND GRADE OF SUPPLY OFFICER Carl Naughton          GS-13 IPBO | 32. SIGNATURE Carl Naughton | 33. DATE 6-Oct-14 | | | |

DA FORM 3953, MAR 91                                                                 EDITION OF AUG 76 IS OBSOLETE

# ME53N - Display Purchase Request (PR) (Cont'd)

**PR "Header Data"**

# ME53N - Display Purchase Request (PR) (Cont'd)

**PR "Item Overvie...**

NOTE: New Users will need to change the font of the dollar amounts using T-code SU3. Click Defaults tab and choose the desired Decimal Notation then save.



| St... | Item | A | I | Material | Short Text | Quantity | Unit | Val. Price | Total Value | Deliv. Date | Matl Group | Plant | Stor. Loc. | PGr | Requisnr. | TrackingNo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | K | | | Miller Sturdy concrete saw (HC | 4.000 | EA | 6,543.21 | 26,172.84 | 12/31/2013 | General Equipm | ASG-Kuwait | | 2D1 | | |
| | 2 | K | | | 1990 Reiniert generator, 50 HP | 3.000 | EA | 31,401.80 | 94,205.40 | 12/31/2013 | General Equipm | ASG-Kuwait | | 2D1 | | |
| | 3 | K | | | 2010 Reiniert generator, 100HF | 2.000 | EA | 53,020.98 | 106,041.96 | 12/31/2013 | General Equipm | ASG-Kuwait | | 2D1 | | |

| 14. ITEM | 15. DESCRIPTION OF SUPPLIES OR SERVICES | 16. QUANTITY | 17. UNIT | ESTIMATED | |
|---|---|---|---|---|---|
| | | | | UNIT PRICE | TOTAL COST |
| 1 | Purchase of land preparation equipment | 1 | EA | $226,420.20 | $226,420.20 |

**FUND CERTIFICATION**

...s listed on this request are properly charg... the following ...balances of which are sufficient to cove... ...reof, and ...ed.

...SSIFICATION AND AMOUNT

...5    A76VV    131096QLOG    310A    ARMY
76VV0065    S21001

**PURCHASE REQUEST AND... ...OMMITME...**

For use of this form, see AR 37-1; the propon... ...ncy is OASA(FM)

**4. TO:**

Joint Contracting Command- Afgha... ...an JCC-1/ RCC

It is requested that the supplies and service e... ...below or on attached...

**7. PURCHASED FOR:**

657TH S4

The supplies and services listed below cannot be secured through norma...

**NOTE:** *The PGr (Purchasing Group) code consist of the Last 3 digits of the Contracting Office's DoDAAC.*

# ME53N - Display Purchase Request (PR) (Cont'd)

**PR "Item Detail"**



*Note: Only the critical PR fields related to CVS Operations will be discussed during this class.*

# Purchase Order (PO) Research

# Purchase Order (PO) research

The Purchase Order (PO) in GFEBS will contain the history of all transactions processed against it and it's most current status of funds. The history may include Payments, Invoices, Receiving Reports, Service Entry Sheets and any Modifications processed against the contract. It is also the only means to validate Obligation information in the system from an CVS Section perspective prior to payment (Pre-Validation). Verifying this data prior to any input will ensure a smoother process and that any Invoice Receiving Report put into the system meet the "Three-Way-Match" requirement prior to payment.

**Note:** Purchase Orders and Modifications are currently being received in GFEBS directly from an interface with Contracting (SPS) in some locations. Manual input of PO data is becoming

# PO Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- **Chief of CVS (FMSU)**
- **Senior CVS Analyst (FMSU)**
- **Senior CVS Analyst (FMSD)**
- **CVS Analyst (FMSD)**
- **CVS Technician (FMSD)**
- **CVS Clerk (FMSD)**

# ME2L- Locate PO by Vendor Name

**Utilized to view the GFEBS PO general data**

**SAP Easy Access - User Menu**

Menu ▲ | **ME2L** | ◄ | Log off | System ▲

Enter

**Purchasing Documents per Vendor**

Menu ▲ | | ◄ | Save as Variant... | Back | ...

Vendor | | [match code] | **1**
Purchasing Organization | |
Scope of List | BEST |
Selection Parameter...

If the GFEBS Vendor CAGE is unknown, click the "match code" to enter known Vendor data

17a. CONTRACTOR/ OFFEROR | CODE | SAW58___ | FACILITY CODE
Marafie Kuwaitia Gen. Trading & Cont. Co. WLL
Naser Abdel Mohsin Bldg 7, Floor 1, Al Shuhada St, Block 1
Murgab | KW 15255
TELEPHONE NO.

*Physical copy of PO*

**Vendor Account Number (...)**

▼ Vendors (Gener...

Enter the desired search string. Utilize search "wildcards" (*) to improve search results

Search term | |
Country | |
Postal Code | |
City | |
Name | Marafie Kuwaitia Gen* |
Vendor | |
Maximum No. of Hits | 500

**2**

**3**

NOTE: Searching a PO by "Vendor Name" may yield multiple results (the Vendor may have multiple contracts). Make sure to select the correct one for research.

**Vendor Account Number (1)**

▶ Vendors (General) | Vendors by Country/Company Code | Vendors by Com...

| SearchTerm ≙ | ... | Postal... | City | Name 1 | Ven... |
|---|---|---|---|---|---|
| SAW58001 | KW | 15255 | MURG... | MARAFIE KUWAITIA GEN TRAD | SAW58001 |
| SAW58002 | KW | 15255 | MURG... | MARAFIE KUWAITIA GEN TRAD | SAW58002 |
| SAW58003 | | 255 | MURG... | MARAFIE KUWAITIA GEN TRAD | SAW58003 |
| SAW58004 | K | 5255 | MURG... | MARAFIE KUWAITIA GEN TRAD | SAW58004 |
| SAW58005 | K | 5255 | MURG... | MARAFIE KUWAITIA GEN TRAD | SAW58005 |

**4**

Double Click Desired Vendor

NOTE: The Vendor may also be found utilizing the CAGE Code in the ("Vendor" search field)

# ME2L- Locate PO by Vendor Name (Cont'd)

**Viewing PO general data**

Click "Execute"

5

If multiple POs are displayed, scroll down to view all results.

This search result indicates there are multiple active contracts with this Vendor. Double click the correct one for research/action. For this block of instructions only, utilize the first one "4502008967"

# ME2N- Locate PO by PIIN Number

**Utilized to view the GFEBS PO general data**



**SAP Easy Access - User Menu**

Menu ◢    **ME2N**    ◄  Log off  System ◢

**Purchasing Documents per Docume...**

Menu ◢    ◄  Save as Variant...  Ba...  E...    Execute

Purchasing document    [                ]  ⬜    **1**

Purchasing organization    [        ]    to

Enter

Click on the match code icon to select search criteria.

**Purchasing Document Number (1)**

▼  Purchasing Documents per Asset | Purchasing Documents per Requirement Tracking Number  ⬜    **2**

Asset    [        ]
Subnumber    [        ]

Click on the drop down icon to select the "Purchasing Document per PIIN/SPIIN" option. Once you use this option, this screen will show in the future.

**Purchasing Document Number (1)**

▼  Purchasing Document Per PIIN/SPIIN - Procuremnt Instrmnt ID#

PIIN    [W912D115P0402]
SPIIN    [        ]
Purchasing Document    [    ]
Maximum No. of Hits    [500]    **3**

Enter the contract number from the PO and click search

Double-Click the appropriate selection    **4**

SOLICITATION/CONTRACT/ORDER FOR (
OFFEROR TO COMPLETE BLOCKS 1

| 2. CONTRACT NO. | 3. AWARD/EFFECTIVE DATE |
|---|---|
| W912D1-15-P-0402 | 10-Oct-14 |

GFEBS generated PO number

**Purchasing Document Number (1)**

►  Purchasing Document Per PIIN/SPIIN - Procuremnt Instrmnt ID#

| PIIN | ... | Purch.D... |
|---|---|---|
| W912D1-15-P-0402 | | 4502013183 |

# ME2N- Locate PO by PIIN Number (Cont'd)

**Viewing PO general data**

## Purchasing Documents per Document Number

| Menu ▾ | | ◄ | Save as Variant... | | | Execute |
|---|---|---|---|---|---|---|

Purchasing document: 4502013183
Purchasing organization: _____ to _____
Scope of List: BEST
Selection Parameter:

Click "Execute"

5

```
PO        Type Vendor    Name                              PGp Order Date
 Item  Material          Short Text                             Mat. Group
 D I A Plnt SLoc              Order Qty    Un       Net Price  Curr.  per Un

4502013183 P6    SCG07001    LIBERTY AL AHLIYA GENERAL TRADING  2D1 09/04/2014
   00010                     Miller Sturdy concrete saw (HG361)     310A
      K ASGK                     4.000   EA      6,543.21  USD     1 EA
       Still to be delivered      4.000   EA     26,172.84  USD 100.00 %
       Still to be invoiced       4.000   EA     26,172.84  USD 100.00 %
   00020                     1990 Reinert generator, 50 HP         310A
      K ASGK                     3.000   EA     31,401.80  USD     1 EA
       Still to be delivered      3.000   EA     94,205.40  USD 100.00 %
       Still to be invoiced       3.000   EA     94,205.40  USD 100.00 %
   00030                     2010 Reiniert generator, 100HP        310A
      K ASGK                     2.000   EA     53,020.98  USD     1 EA
       Still to be delivered      2.000   EA    106,041.96  USD 100.00 %
       Still to be invoiced
```

**CLIN data must match**

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 0001 | | 4 | EA | $ 6,543.21 | $ 26,172.84 |
| | Miller Sturdy concrete saw (HG361) | | | | |
| | FOB: Destination | | | | |
| | Purchase Request Number: 10207730 | | | | |

*Physical copy of PO*

NET AMT    $ 26,172.84

ACRN AA
CIN: 10207730                                    $ 26,172.84

# PO General History

PO Number

Vendor's CAGE Code

Vendor's Name

Material Group *(not to be confused with a Legacy EOR)*

Posting Date

PO CLIN Number

CLIN description

Quantity ordered

Unit of Measure

| PO | | pe Vendor | Name | | | PGp Ord | Date |
|----|---|-----------|------|---|---|---------|------|
| Item | Material | | hort Text | | | Mat. | Group |
| D I A | Plnt S | oc | Order Qty | Un | Net Price | urr. | er Un |

4502013183 P6    SCG07001    LIBERTY AL AHLIYA GENERAL TRADING    2D    09/04/2014
00010                        Miller Sturdy concrete saw (HG361)           310A
        SGK                                4.000    EA    6,543.21    USD    1    EA
        Still to be delivered              4.000    EA    26,172.84   USD    100.00   %
        Still to be invoiced               4.000    EA    26,172.84   USD    100.00   %
00020                        1990 Reiniert generator, 50 HP              310A
        K ASGK                             3.000    EA    31,401.80   USD    1    EA
        Still to be delivered              .000     A     94,205.40   USD    100.00   %
        Still to be invoiced               3.000    EA    94,205.    USD    100.00   %
0030                         2    0 Reiniert generator, 100HP            310A
        K ASGK                             2    0    EA    53,0    .98   USD    1    EA
        Still to be delivered              000      EA    106    1.96   USD    100.00   %
        till to be    voiced               2.000    EA    10    041.96   USD    100.00   %

Unit price

Amount still to be Delivered

Amount still to be Invoiced

Contract Currency

# PO General History (Cont'd)

**Note: Demonstrate using Walkthrough PO4**



**2** Click "Changes"

**1** Single-Click on the PO number

*Note:* *POs should only be "Changed" if a signed SF 30 (Modification) from Contracting exists*

Changes must come from approved SF 30's

### Changes Purchase Order 4502013986

| It… | Object | Short text | Action | New value | Old value | User | Date | Time | Doc. no. | TCode |
|---|---|---|---|---|---|---|---|---|---|---|
| | Header | Modification Number | Changed | P00001 | | 1459718776 | 10/02/2014 | 12:10:06 | 17902137 | ME22N |
| 10 | Address Seq.No. 000 | Address | Entered | | | 1459718776 | | 09:29:01 | 17902016 | ME21N |
| | Item | Effective value of item | Changed | 36,775.188 KWD | 33,431.988 KWD | 1459718776 | | 12:10:06 | 17902137 | ME22N |
| | | Gross order value in PO currency | Changed | 36,775.188 KWD | 33,431.988 KWD | 1459718776 | | | 17902137 | ME22N |
| | | Net Order Value in PO Currency | Changed | 36,775.188 KWD | 33,431.988 KWD | 1459718776 | | | 17902137 | ME22N |
| | | Net Price in Purchasing Document ( | Changed | 3,064.599 KWD | | 1459718776 | | | 17902137 | ME22N |
| | | Short Text | Changed | Rental of 72 portable toilets | | 1459718776 | | | 17902137 | ME22N |
| 20 | Address Seq.No. 000 | Address | Entered | | | 1459718776 | | 09:29:01 | 17902016 | ME21N |
| 30 | | | Entered | | | 1459718776 | | | 17902016 | ME21N |

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including subject matter where feasible.)

The purpose of this is modications is to increase the Quantity in CLIN 0001 of the contract ... ... cation increases the contract total from: $ 39,124.39 to $ 42,467.59

FROM:

| CLIN | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMO... | |
|---|---|---|---|---|---|---|
| 0001 | Rental of 63 Portable toilets | 12 | MO | 2785.999 | 33,431.988 | KWD |
| | | | | $ 9.950.00 | | |

TO:

| CLIN | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT | |
|---|---|---|---|---|---|---|
| 0001 | Rental of 72 portable toilets | 12 | MO | 3,064.599 | 36,775.188 | KWD |
| | | | | $ 10,945.00 | | |

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

# ME23N- Display Purchase Order (PO)

**Utilized to view the PO specifics by GFEBS PO Number**

**SAP Easy Access  -  User Menu**

| Menu▲ | **ME23N** | ◄ | Log off | System▲ |

Enter  *Is this the PO you are searching for? If not...*

**SPS PO - US Dollars 4502008967 Created by Shannon Hicks**

| Menu▲ | | ◄ | Back | Exit | Cancel | System▲ | | Document Overview On | Crea... | ...ge | **Other Purchase Order** |

**1**

SPS PO - US Dollar ▼ 4502008967  Vendor  SAB65 HAMA TRADING & CONTRACTIN  Doc. date  01/02/2013

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | C |

Payment Terms  Z030  
Payment in  30 days  0.000 %  
Paymen...  
Paymen...  
Incoterm...

Currency  USD  
Exchange Rate  1.00000  ☐ Exch.Rate Fixed

**Select Document**

Pur. Ord...  | 4502013283 | 📋 |

**2**

⦿ Pur. Order  
◯ Purch. Requisition

*NOTE: The PO can also be found with this T-Code by the PIIN number or Vendor Name by clicking the match code icon*

**3**  Other Document

**SPS PO - ITS Rate 4502013283 Created by Maria Snelgrove**

| Menu▲ | | ◄ | Back | Exit | Cancel | System▲ | | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview |

SPS PO - ITS Rate ▼ 4502013283  Vendor  SW716001 INDUSTRIAL CONSTRUCTIO  Doc. date  09/05/2014

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | **Status** | Customer Data |

| | | | |
|---|---|---|---|
| 🔧 Active | Ordered | 36.000 EA | 192,090.36 AFN |
| 🖨 Not Yet Sent | Delivered | 0.000 EA | 0.00 AFN |
| 🚚 Not Delivered | Still to deliv. | 36.000 EA | 192,090.36 AFN |
| Σ Not Invoiced | Invoiced | 0.000 EA | 0.00 AFN |
| | Down paymts | | 0.00 USD |

*Note: GFEBS will "remember" the last item the user was viewing/editing.*

# PO Main Screen-US Dollars

**Header Record**
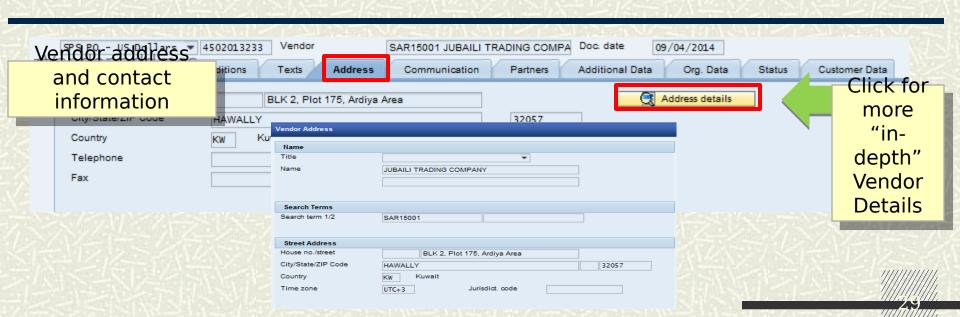*(Purchase Order Administrative data)*

**Item Overview**
*(CLIN Details)*

**Item Detail**
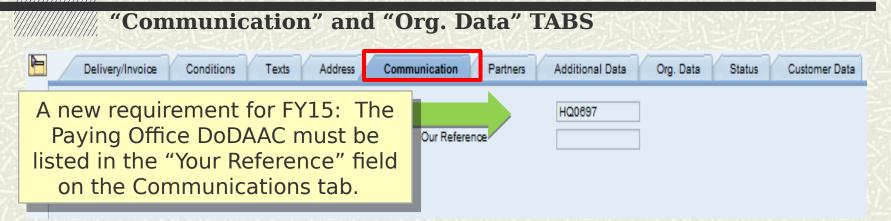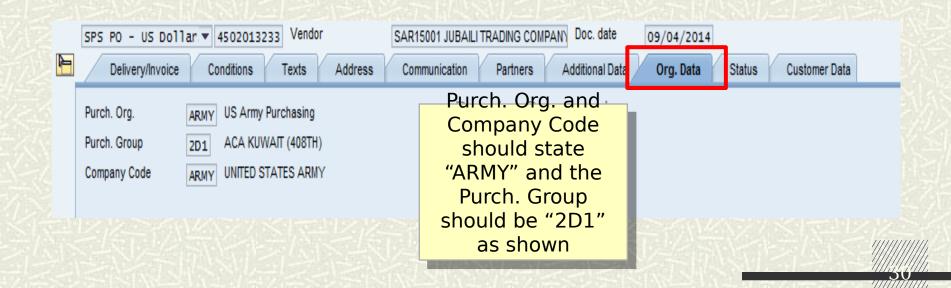*Material data, Delivery information and Accounting Line assignments)*

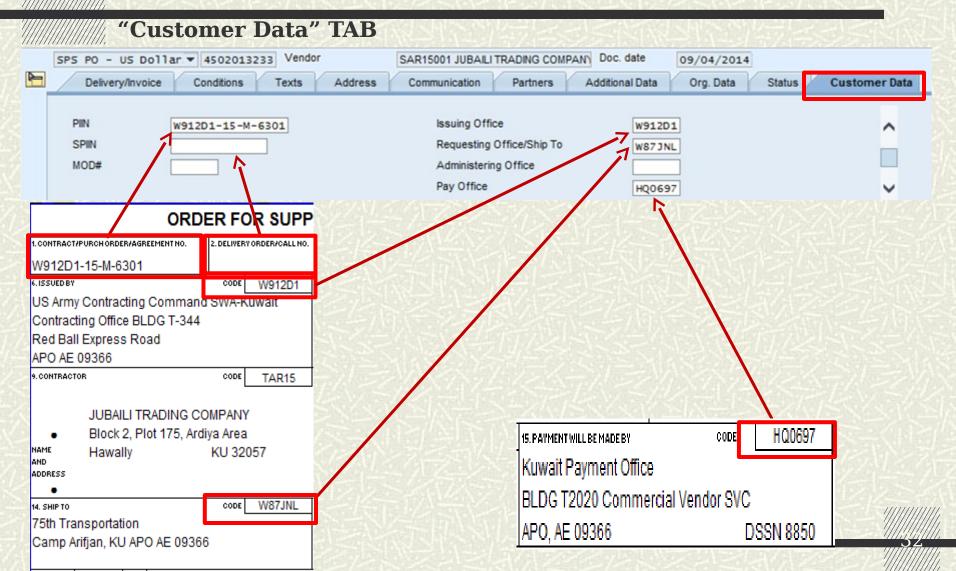This block shows the type of currency used on this PO. Common types of FC used in this training are Kuwaiti (KWD) and Afghani (AFN). The PRs are always input as USD, the PO is the first place FC is used.

This block shows the exchange rate for this PO.

**SPS PO - US Dollars 4502013233 Created by Maria Sn...**

Menu | Back | Exit | Cancel | System | Document Overview On | Create

SPS PO - US Dollar ▼ | 4502013233 | Vendor | SAR15001 JUBAILI TRADING COMPANY | Doc

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners |

| Payment Terms | Z030 | | Currency | USD |
| Payment in | 30 days | 0.000 % | Exchange Rate | 1.00000 | ☐ Exch.Rate F... |
| Payment in | 0 days | 0.000 % | | |
| Payment in | 0 days net | | | |
| Incoterms | | | | |

Header section information applies to all line items in the purchase order. In the Header section, you can view information such as; Purchasing Organization, Company Code, Vendor, Currency etc.

| S... | Itm | A | I | Material | Short Text | PO Quantity | OUn | C | Deliv. Date | Net Price | Curre... | Per | OPU | Matl Group | Plnt | Stor. Lo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 10 | K | D | | Removal of asbestos (Bldg 1 | 1 | AU | D | 10/31/2015 | 12,950.00 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | |
| | 20 | K | D | | Removal of lead based paint ( | 1 | AU | D | 10/31/2015 | 9,356.11 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | |

Item Overview provides an overview of all the line items in the PO. Based on the layout used, you can view information such as: Quantity, Delivery Date, Purchase Requisition being referenced from, etc.

Item | [ 10 ] Removal of asbestos (Bldg 1) ▼ | ▲ ▼

| Services | Limits | **Material Data** |

| Material group | 3240 |
| Vendor mat. no. | |

Item Detail section contains information relevant for a particular line item. In the Item Detail section, you can view all information related to each line item such as: Line of Accounting, Quantity, Price, Text, CLIN, SPIIN, etc.

# PO Main Screen-Foreign Currency

**Header Record**
*(Purchase Order Administrative data)*

**Item Overview**
*(CLIN Details)*

**Item Detail**
*Material data, Delivery information and Accounting Line assignments)*



SPS PO - ITS Rate 4502013187 Created by Maria Snelgrove

Menu ◢ | ◀ Back Exit Cancel System ◢ | Document Overview On Create Dis| | Messages Help

SPS PO - ITS Rate ▼ 4502013187 Vendor | 42PE9 DVM COMPUTER CONSULTANTS Doc. date

This example shows Afghani Currency.

This block shows the exchange rate for this PO. Other exchange rates can be researched using T-code OB08

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additi

Payment Terms  Z030
Payment in  30 days  0.000 %
Payment in  0 days  0.000 %
Payment in  0 days net
Incoterms

Currency  AFN
Exchange Rate  0.01770  ☐ Exch.Rate Fixed

☐ GR Message

| S... | Itm | A | I | Material | Short Text | PO Quantity | OUn | C | Deliv. Date | Net Price | Curre... | Per | OPU | Matl Group | Plnt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 10 | K | | | Cisco Switch, WS-C3750G 48 | 5.000 | EA | D | 12/31/2014 | 427,337.29 | AFN | 1 | EA | Equip Maint by | ASG-Kuwait |
| | 20 | K | | | Cisco Switch, WS-C3750G 24 | 5.000 | EA | D | 12/31/2014 | 316,435.59 | AFN | 1 | EA | Equip Maint by | ASG-Kuwait |
| | 30 | K | | | Cisco Switch, WS-C3560-8P0 | 5.000 | EA | D | 12/31/2014 | 95,380.23 | AFN | 1 | EA | Equip Maint by | ASG-Kuwait |

Item Overview provides an overview of all the line items in the PO. This is an example of a contract written for Foreign Currency

Addl Planning

Item  [ 10 ] Cisco Switch, WS-C3750G 48 PS-S ▼  ▲ ▼

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts | Delivery Address | Confirmations |

Material group  2571
Vendor mat. no.  | EAN/UPC
Vendor sub-range
Vendor Batch  ☐ InfoUpdate

# PO "Header" Record

**"Conditions" TAB**

| SPS PO – US Dollar ▼ 4502013233 | Vendor | SAR15001 JUBAILI TRADING COMPANY | Doc. date | 09/04/2014 |
|---|---|---|---|---|

| Delivery/Invoice | **Conditions** | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data |
|---|---|---|---|---|---|---|---|---|---|

Net      22,306.11   USD

**Pricing Elements**

| N... | CnTy | Name | Amount | Crcy | per | UoM | Condition v... | Curr. |
|---|---|---|---|---|---|---|---|---|
| | PBXX | Gross Price | | | | | 22,9... | USD |
| | | Net value incl. disc | | | | | 22,306.11 | |
| | NAVS | Non-Deductible Tax | | | | | 0.00 | USD |
| | | Net value incl. tax | | | | | 22,306.11 | USD |
| | SKTO | Cash Discount | 0.000 | % | | | 0.00 | USD |
| | | Actual price | | | | | 22,306.11 | USD |
| | WOTB | OTB Procurement | | | | | 22,306.11 | U... |

Contract Total after Taxes (when applicable to US Vendors), freight charges (when specified in the contract) and discounts (when offered in the contract) are calculated in the "Pricing Elements" breakdown

| SPS PO – ITS Rate ▼ 4502013283 | Vendor | SW716001 INDUSTRIAL CONSTRUC... | ...c. date | |
|---|---|---|---|---|

| Delivery/Invoice | **Conditions** | Texts | Address | Communication | Partner... | Additional Data | Org. Data | Status | Customer Data |
|---|---|---|---|---|---|---|---|---|---|

Net      192,090.36   AFN

**Pricing Elements**

| N... | CnTy | Name | Amount | Crcy | per | UoM | Condition value | Curr. | Status | Condition value | CdCur | Stat |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PBXX | Gross Price | | | | | 192,090.36 | AFN | | 0.00 | | ☐ |
| | | Net value incl. disc | | | | | 192,090.36 | AFN | | 0.00 | | ☐ |
| | NAVS | Non-Deductible Tax | | | | | 0.00 | AFN | | 0.00 | | ☑ |
| | | Net value incl. tax | | | | | 192,090.36 | AFN | | 0.00 | | ☐ |
| | SKTO | Cash Discount | 0.000 | % | | | 0.00 | AFN | | 0.00 | | ☑ |
| | | Actual price | | | | | 192,090.36 | AFN | | 0.00 | | |
| | WOTB | TB Procurement | | | | | 192,090.36 | AFN | | 0.00 | | ☑ |

# PO "Header" Record

**"Texts" and "Address" TABS**

| SPS PO - US Dollars ▼ | 4502013233 | Vendor | SAR15001 JUBAILI TRADING COMPA | Doc. date | 09/04/2014 |
|---|---|---|---|---|---|

Delivery/Invoice | Conditions | **Texts** | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data

| Header Texts | A.. |
|---|---|
| 📄 Header text | ▲ |
| 📄 Header note | |
| 📄 Pricing types | ▼ |

Continuous-text ▼

A basic description of the PO may appear here. This is an optional free-text field for recording information pertinent to specific budget entry documents.

| SPS PO - US Dollars ▼ | 4502013233 | Vendor | SAR15001 JUBAILI TRADING COMPA | Doc. date | 09/04/2014 |
|---|---|---|---|---|---|

Vendor address and contact information

...ditions | Texts | **Address** | Communication | Partners | Additional Data | Org. Data | Status | Customer Data

BLK 2, Plot 175, Ardiya Area

🔍 Address details

Click for more "in-depth" Vendor Details

City/State/ZIP Code | HAWALLY | 32057
Country | KW | Ku...
Telephone
Fax

**Vendor Address**

**Name**
Title
Name | JUBAILI TRADING COMPANY

**Search Terms**
Search term 1/2 | SAR15001

**Street Address**
House no./street | BLK 2, Plot 175, Ardiya Area
City/State/ZIP Code | HAWALLY | 32057
Country | KW | Kuwait
Time zone | UTC+3 | Jurisdict. code

# PO "Header" Record

**"Communication" and "Org. Data" TABS**

| Delivery/Invoice | Conditions | Texts | Address | **Communication** | Partners | Additional Data | Org. Data | Status | Customer Data |

A new requirement for FY15: The Paying Office DoDAAC must be listed in the "Your Reference" field on the Communications tab.

Our Reference    HQ0697

SPS PO - US Dollar ▾  4502013233  Vendor    SAR15001 JUBAILI TRADING COMPANY  Doc. date  09/04/2014

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | **Org. Data** | Status | Customer Data |

Purch. Org.    ARMY  US Army Purchasing
Purch. Group   2D1   ACA KUWAIT (408TH)
Company Code   ARMY  UNITED STATES ARMY

Purch. Org. and Company Code should state "ARMY" and the Purch. Group should be "2D1" as shown

# PO "Header" Record

**"Status" TAB**



SPS PO - US Dollar ▼ | 4502013233 | Vendor | SAR15001 JUBAILI TRADING COMPANY | Doc. date | 09/04/2014

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | **Status** | Customer Data

| | | |
|---|---|---|
| Active | Ordered | 22,306.11 USD |
| Not Yet Sent | Delivered | 1,774.20 USD |
| Partially Delivered | Still to deliv. | 20,531.91 USD |
| Not Invoiced | Invoiced | 0.00 USD |
| | Down paymts | 0.00 USD |

**Ordered Items and Awarded Amount**

**Receiving Reports Processed**

**Goods yet to be received**

**Vendor Invoices Processed**

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved OMB No. 0704-0248

RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. DANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

**JUBAILI TRADING COMPANY**

Block 2, Plot 175, Ardiya Area
Hawally
POC: MASON SMITH 555-1212

**INVOICE**
Invoice Number: 66521
Date: 5-Nov-14

| DER NO. | 6. INVOICE NO./DATE | 7. PAGE | OF | ACCEPTANCE FORM |
|---|---|---|---|---|
| | 66521   5-Nov-14 | 1 | 1 | |

5. DISCOUNT TERMS    NET 30

| **Ship To:** | **Bill To:** |
|---|---|
| 75th Transportation | Kuwait Payment Office |
| Camp Arifjan, KU APO AE 09366 | BLDG T2020 Commercial Vendor SVC |
| | APO, AE 09366 |
| | DoDAAC: HQ0697 |

10. ADMINISTERED BY    CODE    W912D1

Contracting Office BLDG T-344

Red Ball Express Road

APO AE 09366

| SALESPERSON | P.O. NUMBER | DATE SHIPPED | SHIPPED VIA | F.O.B. POINT | TERMS |
|---|---|---|---|---|---|
| | W912D1-15-M-6301 | | | DEST | NET 30 |

12. PAYMENT WILL BE MADE BY    CODE    HQ0697

Kuwait Payment Office

BLDG T2020 Commercial Vendor SVC

APO, AE 09366

DSSN 8850

| LINE NUMBER | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT |
|---|---|---|---|---|
| 0001 | Removal of asbestos (Bldg 1) | 1 | 1,050.52 | $ 1,050.52 |
| 0002 | Removal of lead based paint (Bldg 1) | 1 | 723.68 | $ 723.68 |
| | Period of Performance (POP): 1-31 October 2014 | | | |

# PO "Header" Record

**"Customer Data" TAB**

# PO "Item Overview" Record

| | Itm | A | I | Material | Short Text | PO Quantity | OUn | C | Deliv. Date | Net Price | Curre... | Per | OPU | Matl Group | Plnt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 10 | K | D | | Removal of asbestos (Bldg 1) | 1 | AU | D | 10/31/2015 | 12,950.00 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait |
| | 20 | K | D | | Removal of lead based paint (Bldg 1) | 1 | AU | D | 10/31/2015 | 9,356.11 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait |

**SPS PO – US Dollar ▼** 4502013233  Vendor  SAR15001 JUBAILI TRADING COMPANY  Doc. date  09/04/2014 ⚠

**Only the most relevant columns will be discussed in dep**

**Itm**

**ITEM-** CLIN number

**A**

**ACCOUNT ASSIGNMENT CATEGORY-** Specifies whether accounting for an item is to be affected via an auxiliary account (such as a GFEBS Cost Center, "K")

**I**

**ITEM CATEGORY-** If the Item Category is "D", Service Entry Sheets must be utilized to record Receipt and Acceptance of "Services" rather than "Goods". The Item Category must always be blank on a "Goods"

**Material**

**MATERIAL -** Substance or commodity that is bought or sold on a commercial basis, or is used, consumed, or created in production; a material can also be a service. Also, a number identifying a material master record. This field can be blank if a "Short Text" is entered.

**Short Text**

**SHORT TEXT-** a brief description of the material being procured. This field is required if the "Material" number is not entered. If the "Material" number is entered, this field is automatically populated.

# PO "Item Overview" record
## (Cont'd)



| | S... | Itm | A | I | Material | Short Text | PO Quantity | OUn | C | Deliv. Date | Net Price | Curre.. | Per | OPU | Matl Group | Plnt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 10 | K | D | | Removal of asbestos (Bldg 1) | 1 | AU | D | 10/31/2015 | 12,950.00 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait |
| | | 20 | K | D | | Removal of lead based paint (Bldg 1) | 1 | AU | D | 10/31/2015 | 9,356.11 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait |

SPS PO – US Dollar ▼ 4502013233  Vendor  SAR15001 JUBAILI TRADING COMPANY  Doc. date  09/04/2014
Header

**Only the most relevant columns will be discussed in de**

**PO QUANTITY -** Quantity of materials to be purchased.

**ORDER UNIT -** Specifies the unit of measure in which the Goods or service is to be ordered. If the entry is "AU", Service Entry Sheets must be utilized to record Receipt and Acceptance of "Services" rather than "Goods."

**DATE CATEGORY** - The category of the delivery date, such as weekdays or weekends.

**DELIVERY DATE-** Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation.

**NET PRICE-** Price (rate) of the individual items prior to discounts and surcharges applied. Represents the net price of a specific line item in the sales order.

**CURRENCY** – Currency the Contract is written on (i.e., US Dollars, Afghani, Dinars, etc.).

# PO "Item Overview" record
## (Cont'd)

| | S... | Itm | A | I | Ma... | Short Text | PO... | OUn | C | Deliv. Date | Net Price | Curre.. | Per | OPU | Matl Group | Plnt | St... | Ba... | Re... | Re... | IM ... | Inf... | Re... | Free | T... | Purchase Req |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 10 | K | D | | Removal of asbestos (Bldg 1) | 1 | AU | D | 10/31/2015 | 12,950.0 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | | | | | | | ☐ | ☐ | | 10207731 |
| | | 20 | K | D | | Removal of lead based paint (Bldg 1) | 1 | AU | D | 10/31/2015 | 9,356.11 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | | | | | | | ☐ | ☐ | | 10207731 |
| | | | | | | | | | | | | | | | | | | | | | | | ☐ | ☐ | | |

SPS PO – US Dollar ▼  4502013233  Vendor  SAR15001 JUBAILI TRADING COMPANY  Doc. date  09/04/2014 ⚠

Header

**Only the most relevant columns will be discussed in de**

**Per**
**PER** – Individual pricing of Goods.

**OUn**
**ORDER PRICE UOM (UNIT OF MEASURE)-** Specifies the unit of measure in which the Goods or Services are to be ordered.

**Matl Group**
**MATERIAL GROUP** - Codes that classify Goods or Services according to their characteristics such as commodity or service type. The Commitment Item (Material Group code) is entered here (the description is displayed after input)

**Plnt**
**PLANT** – An Organizational Unit within logistics. GFEBS uses the Plant to indicate an Installation not Factory, warehouse or Real Property location.

**Purchase Req.**
**PURCHASE REQUISITION** – The PR number automatically posts a funds commitment and decrements available authority (GFEBS PR Number). This is accomplished during the "PR

# PO "Item Overview" record
## (Cont'd)

| S... | Itm | A | I | Ma... | Short Text | PO... | OUn | C | Deliv. Date | Net Price | Curre... | Per | OPU | Matl Group | Plnt | St... | Ba... | Re... | Re... | IM ... | Inf... | Re... | Free | T... | Purchase Re |
|------|-----|---|---|-------|------------|-------|-----|---|-------------|-----------|----------|-----|-----|------------|------|-------|-------|-------|-------|--------|--------|-------|------|------|-------------|
| | 10 | K | D | | Removal of asbestos (Bldg 1) | 1 | AU | D | 10/31/2015 | 12,950.00 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | | | | | | | ☐ | ☐ | | 10207731 |
| | 20 | K | D | | Removal of lead based paint (Bldg 1) | 1 | AU | D | 10/31/2015 | 9,356.11 | USD | 1 | AU | Hazardous Wa | ASG-Kuwait | | | | | | | ☐ | ☐ | | 10207731 |

SPS PO - US Dollar ▼ 4502013233 Vendor   SAR15001 JUBAILI TRADING COMPANY  Doc. date  09/04/2014

Header

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
| 0001 | | 1 | AU | $ 12,950.00 | $ 12,950.00 |

Removal of asbestos (Bldg 1)
FOB: Destination
Purchase Request Number: 10207731

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
| 0002 | | 1 | AU | $ 9,356.11 | $ 9,356.11 |

Removal of lead based paint (Bldg 1)
FOB: Destination
Purchase Request Number: 10207731

NET AMT    $ 9,356.11

ACRN AA
CIN 10207731    $ 9,356.11

CLIN data must match the physical contract. If it does not, the CVS office must contact the Contracting and/or RM offices to resolve any discrepancy prior to document input and payment

# PO "Item Detail" record

**"Material Data" TAB**



The PO Item Detail record can only display one CLIN at a time. The user can view "specific CLIN" information by selecting it from the dropdown menu or scrolling up or down with the highlighted arrows.



This is the "Material Group " (closely related to, but not to be confused with the Legacy EOR (Element or Resource)), required for Purchase Requisitions and Purchase Orders. In GFEBS, if a material is not populated in a purchasing document (e.g. PR) and the material group is entered; GFEBS derives the correct G/L (General Ledger) account to which the material group is associated.

| | EOR | Commitment Item | Cost Element | Material Group | G/L Account |
|---|---|---|---|---|---|
| **Example of Material Code relations** | 26EA | 263A | 6100.263A | 263A | 6100.263A |
| | 26EB | 260B | 6100.260B | 260B | 6100.260B |
| | 26EC | 263C | 6100.263C | 263C | 6100.263C |

# PO "Item Detail" record

**"Quantities/Weights" and "Delivery Schedule" TABS**





*Physical copy of PO

# PO "Item Detail" Record

**Delivery Schedule TAB**



Must be checked in order to process Receipts against this CLIN

Used to mark the CLIN as fully delivered and Closed (will not allow further deliveries processed if checked). It will automatically mark as checked if receipt of all Goods/Services has been processed

# PO "Item Detail" Record

**"Invoice" TAB**

| Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History |

☑ Inv. Receipt

☐ Final Invoice

☑ GR-Bsd IV

☐ Based IV

Tax code

For tax-exempt or non-taxable transactions, it will always be "0"

Specifies whether an Invoice receipt is linked to the purchase order item. If the indicator is not set, the Goods are to be delivered free of charge.

Indicates that the last Invoice has been received for an item and/or that no further Invoice is expected. It will automatically mark as checked if Invoices for all Goods have been processed.

Indicator specifying that provision has been made for Goods-receipt-based Invoice verification for a purchase order item or Invoice item (i.e., periodic Lease Payments do not require an Invoice)

# PO "Item Detail" Record

**"Conditions" TAB**



Contract Total after Taxes (when applicable to US Vendors), freight charges (when specified in the contract) and discounts (when offered in the contract) are calculated in the "Pricing Elements" breakdown

# PO "Item Detail" Record

**"Account Assignment" TAB**



| Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | **Account Assignment** | Purchase Order History |

AccAssCat GFEBS Cost C ▼ Distribution Single account assig ▼ CoCode UNITED STAT ▼

| | |
|---|---|
| Unloading Point | |
| Recipient | |
| G/L Account | 6100.3240 |
| Business Area | ARMY |
| CO Area | ARMY |
| Cost Center | 76VV0065 |
| Order | |
| WBS Element | |
| Network | |
| Fund | 202010D15 |
| Functional Area | 131096QLOG |
| Funded Program | ARMY |
| Funds Center | A76VV |
| Earmarked Funds | 0 |
| Commitment Item | 3240 |

➡ More

AA: 021    202010D15    A76VV    131096QLOG    3240    ARMY    10207731    76VV0065    S21001
AMOUNT:  $ 22,306.11
CIN:    10207731

*Physical copy of PO*

## NOTES:
➢ Each CLIN may have its own or even several Lines of Accounting (check all CLINs Account Assignments)
➢ The Document Number on the physical contract should match the GFEBS generated Purchase Request (PR) number.
➢ Account Assignments derive from the funding Purchase Request (PR)

# PO "Item Detail" Record

**"...chase Order History" TAB** *(Only available for POs with processed transactions)*

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts |
|---|---|---|---|---|---|---|---|---|

| Sh. Text ▲ | MvT | Material Document | Item | Posting Date | Σ | Quantity | Delivery cost quantity | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WE | 101 | 5000007676 | 1 | 11/05/2014 | | 6.000 | 0.000 EA | | 2,100.00 USD | | 6.000 | 0.000 EA |
| Tr./Ev. Good | | | | | • | 6.000 | EA | • | 2,100.00 USD | • | 6.000 | EA |
| RE-L | | 5105603381 | 1 | 11/05/2014 | | 6.000 | 0.000 EA | | 2,100.00 USD | | 6.000 | 0.000 EA |
| Tr./Ev. Invoic | | | | | • | 6.000 | EA | • | 2,100.00 USD | • | 6.000 | EA |

Negative amounts indicate a "Reversed" or "Credit" transaction

Invoices Processed against the selected CLIN

Receiving
Reports processed against the selected CLIN

| MvT | Material Document |
|---|---|
| 101 | 5000007676 |
| | |
| | 510560338... |

### Display Material Document 5000007676

| Menu ▲ | | ◄ Back | Exit | Cancel | System ▲ | | Sho... |
|---|---|---|---|---|---|---|---|

| Display ▼ | Material Documen ▼ | 5000007676 | 2014 | |
|---|---|---|---|---|

### Display Invoice Document 5105603381 2015

| Menu ▲ | | ◄ Back | Exit | Cancel | System ▲ | Show PO struc... |
|---|---|---|---|---|---|---|

| Transaction | Invoice | ▼ | 5105603381 | 2015 |
|---|---|---|---|---|

| | Basic Data | Payment | Details | Tax | Withholding tax |
|---|---|---|---|---|---|

| Inv. recpt date | 11/05/2014 | |
|---|---|---|
| **Invoice date** | 10/25/2014 | Reference | 3251638 |
| Posting Date | 11/05/2014 | |
| Amount | 192,090.36 | AFN | ☐ Calculate tax |
| Tax amount | 0.00 | IO (A/P sales tax, 0:▼ |
| Text | | |
| Paymt terms | 30 Days net | |
| Baseline Date | 10/25/2014 | |

***Note:*** *This "PO History" only applies to the selected CLIN. Change CLINS to view their history.*

# PO "Item Detail" Record

**"Customer Data"/"Contracts" TAB**



 **NAICS *(North American Industry Classification System):*** Code assigned to an establishment based on its primary activity.

**FSC *(Federal Supply Code):*** The Federal Supply Code (FSC) is a four-digit code used by government buying offices to classify and identify products, and supplies that the government uses and buys.

**Note:** a **PSC (Product Service Code)** used when the items ordered are "Services"

- ➤ **ACRN (Accounting Classification Reference Number)** is a two position alpha numeric code used as method of relating the accounting data to detailed line item information contained in the
- ➤ **CLIN (Contract Line Item Number)** identifies the contract/purchase order line item number as assigned on schedule "B" of the Contract/Purchase Order issued
- ➤ **SLIN (Sub Line Item Number)** a six digit code used to identify and distinguish elements of a contract line item (CLIN) *(may not be present in all contracts)*

# PO "Item Detail" Record

**"Customer Data"/"LMP" TAB**



If the Contract is funded by an "Outside" Agency (Transaction for Others (TFO), the funding data will appear in this tab). *The outside funding entity will usually not be operating in GFEBS .*

# Check on Learning

**ho is responsible for the processing of a Purchase Request (PR) in GFEBS?**

Resource Management (RM) personnel    Receiving Activity personnel

Commercial Vendor Services (CVS)    Installation Property Book Office (IPBO)
personnel

➢ **What document is usually initiated by the Requesting Unit to request funds for a mission "Requirement" and when approved, used to commit funds?**

DA 3953 (Purchase Request and Commitment).

➢ **What T-Code is utilized to view a GFEBS Commitment for Contractual payments?**

ME53N- Display Purchase Request (PR).

➢ **From an CVS perspective, how is "Funds Pre-validation" accomplished in GFEBS?**

By ensuring the Purchase Order (PO) is present in GFEBS and/or that once located, it has a sufficient funds to cover a proposed transaction.

➢ **Name two T-Codes that may be utilized to view the most current status and transaction history of a Purchase Order (PO)?**

ME23N- Display Purchase order (PO)        ME2L- PO List Display by Vendor
ME2N- PO List Display by PO Number

**What is a "SPS PO- ITS rate" Purchase Order (PO)?**

A Foreign Currency PO where the Dollar value of the contract is calculated utilizing the current "ITS.gov" (International Treasury Services) currency exchange rate.

# Check on Learning (Cont'd)

***The following questions require access to GFEBS and to name the "Section", "Tab" and "Field" (when applicable) of a Purchase Order.***

**Where can the "Payment Terms" of a contract be found?**

**Section:** Header Record
**Tab:** Delivery / Invoice Tab
**Field:** Payment Terms

**Where can a description of the individual goods/services be found in the contract?**

**Section:** Item Overview
**Tab:** N/A
**Field:** Short Text

➤ **What field must be "checked" in order to require the processing of Invoices for payment against a contract?**

**Section:** Item Detail
**Tab:** Invoice
**Field:** Inv. Receipt Block

**Where can the Line of Accounting information be found?**

**Section:** Item Detail
**Tab:** Account Assignment
**Field:** N/A

**Where is the Exchange rate used to calculate the Dollar value of the PO located?**

**Section:** Header Record
**Tab:** Delivery / Invoice Tab
**Field:** Exchange Rate

# Check on Learning (Cont'd)

here would the PO specify if it is for "Services" rather than "Goods"?

**Section:** Item Overview
**Tab:** N/A
**Field:** Unit of Measure of "AU", Item Category of "D" and Quantity of "1"

➤ **Which field conveys the quantity and dollar amount of goods still to be**
delivered?
**Section:** Header Record
**Tab:** Status
**Field:** Still to Deliv.

Where are the contract PIIN and SPIIN located?

**Section:** Header Record
**Tab:** Customer Data
**Field:** PIIN and SPIIN

➤ **Does the "Item Detail" portion of the PO display data regarding "ALL" CLINs, or must the user select a desired CLIN?**

The user must select the desired CLIN to view its specific
details

➤ **If the "PO History" Tab is not available/present, what does that signify?**

Nothing has been processed against the PO.

# GFEBS useful Links

**GFEBS Home Page**

http://www.gfebs.army.mil/

**Army Knowledge Online (AKO)**

https://www.us.army.mil

**milWIKI**

https://www.milsuite.mil/wiki/Portal:GFEBS

**tment of Defense Financial Management Regulation (DoDFMR)**

http://www.dod.mil/comptroller/fmr

**DFAS-IN 37-100**

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

**USAFMCOM OST Training materials**

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

# QUESTIONS ?